


STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY NUMBER 01.01.010	PAGE 1 OF 4
POLICY		EFFECTIVE DATE 7/12/91	
		SUPERSEDES P&P OR POLICY # 10-0017	DATED 8/22/90
SUBJECT General Policy		APPROVED BY 	
TITLE Office of the Commissioner	CHAPTER Delegation of Authority	RESPONSIBLE HQ/SYSTEM DIRECTOR Commissioner	

PURPOSE

To provide for delegation of authority and responsibility to the appropriate management levels for establishing departmental policies, expenditure of public funds, and accomplishing the duties and objectives of the department.

POLICY


It is the policy of this department:

- To delegate authority and responsibility to the lowest level of management consistent with department policies, sound business practices, and applicable statutes and regulations in order to achieve departmental objectives efficiently and expeditiously.
- To ensure all decisions establishing department policy and expending public funds are made at the proper management level with appropriate oversight and input by high-level decision-makers.
- To ensure that the department speaks with a unified voice.

Included with the authority is the accountability to the Commissioner for actions pursuant to these Delegations of Authority.

USE

This policy applies to all department personnel. Delegations are effective immediately and supersede all previous delegations. The delegation matrix is constructed so that each subsequent level of delegation can be shown on the same line. Each departmental unit shall show the appropriate redelegations in the matrix consistent with the Commissioner's delegation to the departmental unit. Any authority which does not show an "F" in this delegation, can be redelegated at the discretion of the Deputy Commissioners or the Directors. If an "F" is shown anywhere in the item, it cannot be further delegated.

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DEPARTMENTAL UNIT SUPPLEMENT

Each departmental unit shall prepare a supplement to this Policy using the supplement forms to show the redelegations to individual positions below the director level if no "F" delegation exists in this Policy. Copies of the supplement forms showing redelegations shall be sent to the Policy Coordinator, Office of Strategic Management, Planning and Policy (see Attachment # 1).

CHANGES TO DELEGATION OF AUTHORITY

Recommended changes, deletions, or additions to the delegations made by the Commissioner should be directed to the Policy Coordinator. Any supervisor may remove the delegation of authority from subordinates for failure to perform, realignment of duties, or other operational reasons. Unless otherwise indicated in the matrix, each director is responsible for the redelegations at the departmental unit level. Copies of changes to redelegations at the departmental unit level shall be sent to the Policy Coordinator.


DEFINITIONS

The following definitions are germane to this Policy:

Departmental Unit

That organizational entity headed by a Director or other position reporting directly to the Deputy Commissioner or Commissioner.

- F** Final Authority. The position which has the authority to act within the delegation. If an "F" is shown to a particular position, the authority cannot be redelegated. If an "E" position fails to endorse an action, final authority moves up one level.
- R** Redelegation. Authority delegation to a particular position which may be redelegated at the discretion of the "R" position. Departmental unit supplement forms must be used to indicate who has final authority ("F").

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- E** Endorsement Required. Formal endorsement by the "E" position is required before certain actions may be approved by the designated final authority. If an "E" position fails to endorse an action, final authority moves up one level.
- C** Prior Consultation, Coordination, and/or Evaluation Required. Consultation, coordination, and/or evaluation indicates those areas where it is necessary to take advantage of the expertise available prior to action. This is required for informed decision-making as well as to ensure that all legal, accounting, purchasing, and administrative requirements are met before final approval is given. Consultation must include dialogue with the "C" positions informed about or directly impacted by the action. Dialogue will convey any information and/or considerations which may be pertinent to the decision.
- * Actions which may not be performed by personnel temporarily acting in the position when the position is filled.

When the same authority designation appears in more than one column in the matrix, the authority applies only to that position's realm of responsibility.

AUTHORITY

AS 44.17.010; AS 44.42.030

IMPLEMENTATION RESPONSIBILITY

The Commissioner has delegated the authorities necessary for decision-making at the levels indicated. It is the intention that the departmental units will further redelegate these authorities where authorized. While the authorities for day-to-day decision-making should usually reside at the lowest level possible, the Deputy Commissioners and Directors should be cognizant that the responsibility for all actions within the Department ultimately resides with the Commissioner and this responsibility cannot be redelegated. These Delegations of Authority are made with the understanding that the Deputy Commissioners and Directors will take whatever action, organizationally or procedurally, that is necessary to ensure that the Commissioner's responsibilities are met.



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DELEGATION OF AUTHORITY SUPPLEMENT FORM

SUPERSEDES P&P OR POLICY #

DATED

APPROVED BY

RESPONSIBLE HQ/SYSTEM DIRECTOR

TITLE

Office of the
Commissioner

CHAPTER

Commissioner

LEGEND

F - Final Authority

R - Final Authority may be
Redelegated

E - Endorsement Required

C - Consultation, Coordination,
and/or Evaluation Required

* - May not be performed by
person temporarily acting in
this position

FOOTNOTES